

MPCP, RPCP and WPCP Requirement Reminders and Other Information October 2019 to December 2019

The Department of Public Instruction (DPI) is providing this information regarding upcoming requirements and other information to Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP) (collectively Choice) schools. Please review the 2019-20 School Important Dates located on the [Information for Schools](#) web page for other upcoming requirements. Please review the [Program Bulletins](#) referenced in this document for more complete information. The requirements identified in this document are based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48. ***Information provided is subject to statutory and administrative rule changes. The DPI has already received some of the reports listed below from some schools. Please do not request confirmation of receipt if the school has already submitted the reports.***

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In order to be eligible to receive state aid payments under the Choice program, schools must meet certain program requirements, including the timely submission of all program reports and audits and administration of required assessments.

Please contact the DPI at privateschoolchoice@dpi.wi.gov or 1-888-245-2732 ext. 3 if you have questions.

REMINDERS

1. MPCP & RPCP Schools - Application Verification -- ongoing

MPCP and RPCP schools should review the “Application Process Bulletin” at [School Application Processing](#), which includes most of the information below and additional information schools may find helpful.

Eligibility Determination

Schools participating in the MPCP and RPCP must determine if all MPCP and RPCP applications are eligible and verify applications in OAS, by one of the following (whichever comes first):

- prior to the next application period;
- prior to completing a random drawing, if required;
- within 60 days of the end of an application period during which an application is received by the school; or
- prior to the next count date.

Notification

MPCP and RPCP schools must notify the parent of each applicant of their acceptance or non-acceptance (whether placed on the waiting list or denied) via mail or email, **within 60 days of the end of the application period** during which an application is received.

- If a student is placed on the waiting list, a notice of non-acceptance must be sent to the parent indicating the student’s place on the waiting list.
- If the school denies a student application, the notice of non-acceptance must include the reason the student was not accepted. A Choice application may only be denied if the student does not meet the residency, income (if applicable), and age requirements (for grades K4, K5 and grade 1) or there is no space available at the school (i.e. there were more applications than seats available, therefore the student would be placed on the waiting list). Generally, for the RPCP, students must also be applying to certain grades or meet a prior year attendance requirement.

Application Periods

The table below displays the MPCP and RPCP application period start and end dates and the last day to verify applications in the Online Application System (OAS) for each application period for the 2019-20 school year. The October, November, and December application periods are only for the MPCP.

2019-20 MPCP and RPCP Future Application Periods or Due Dates

Application Period	Start Date	End Date	Last Day to Verify in OAS
Aug	8/1/2019	8/20/2019	10/1/2019
Sep	9/1/2019	9/16/2019	10/1/2019
Oct (MPCP only)*	10/1/2019	10/21/2019	12/20/2019
Nov (MPCP only)*	11/1/2019	11/20/2019	1/19/2020
Dec (MPCP only)*	12/1/2019	1/7/2020	2/1/2020

Note: Schools must submit applications in OAS prior to count reports for an application to be counted and eligible for payment.

*Second semester participation only.

MPCP and RPCP applications that are not verified by the “Last Day to Verify in OAS” above will have an OAS status of “Expired after 60 Days” and will be ineligible for a voucher. These parents may re-apply in a future application period, if available. If the school does not have any remaining open application periods for the applicable Choice program, the students will not be able to attend the school as Choice students.

Schools can find applications that have not been verified in OAS as follows:

- Click “App Summary” located on the left side menu bar.
- Place a check next to “Not Yet Verified” located at the top of the screen.
- Filter the “Enroll Pd.” drop down located at the top of the screen by open application period month name.

- Applications that have not been verified by the school for the selected open application period will be displayed. If the message “No records found” displays, the school has verified all applications for the open application period.

Helpful Resources

- Training Module 8: Student Applications & Eligibility at [On Demand Training](#)
- Documents under Explanation of Application Requirements and Process, including Applications Process Bulletin and Application Verification and Corrections FAQ at [School Application Processing](#)

2. MPCP & RPCP Schools - Last Day to Request Non-Grade Changes by the DPI - October 1

Schools may email the DPI at PrivateSchoolChoice@dpi.wi.gov to request non-grade changes to the 2019-20 school year applications received between February and September, until October 1. Emails with non-grade change requests must include the student’s name and date of birth, in addition to the information that must be changed. See the Application Verification and Corrections FAQ for additional information on what should be included in the email.

If a student moves after the open application period in which they applied, the address in OAS is generally not updated. The address should only be updated if a WPCP Incoming pupil is at a different address as of the Third Friday in September. The school must report if a WPCP incoming pupil has moved on the Third Friday in September Count Report in OAS.

The last day for WPCP schools to make grade changes was May 1 and the last day for MPCP and RPCP schools to make grade changes was July 31. After these dates, schools may change the grade for a student through the enrollment/count reports. All changes after October 1 to these applications must be included in the school’s Enrollment Audits. **Changes identified by the auditor and/or the school after this date should not be emailed to the DPI. The changes must be included in the Enrollment Audit by the school’s auditor.**

Helpful Resources

- Application Verification and Corrections FAQ at [School Application Processing](#)
- Residency Documentation Bulletin and Income Documentation Bulletin at [Program Bulletins](#)

3. MPCP & RPCP Schools – Application Submission in OAS -- by October 1

MPCP and RPCP schools must verify and submit eligible applications in OAS in order for students to be included in any of the three membership reports. The membership reports count students by grade for purposes of state aid payments to Choice schools. The three membership reports include the Preliminary Enrollment Report (by September 1), Third Friday in September Count Report (by October 1) and Second Friday in January Count Report (by February 1).

MPCP and RPCP schools may submit applications that have been verified after the end of an open application period (see page 2 for the last day to verify applications for each application period). Schools should not submit applications for students that are on a school’s waiting list. These applications should remain in “Verified” status until the student is offered a seat. If a student is offered a seat, the DPI recommends the school submit the application in OAS after the student has accepted the seat, if time allows.

To submit applications in OAS, MPCP and RPCP schools should click on “Submit Apps to DPI” on the left OAS menu bar.

Please see the helpful tips below for the “Submit Apps to DPI” function in OAS:

- ***Student has * under the “Multi App *” column:*** The school should confirm the student does not already have a submitted application. Applications with an asterisk indicate multiple applications exist for the student with a

status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR. Each student should only have one submitted application. If the student has an application that was determined ineligible by DOR, any subsequent applications for the student must be marked as ineligible (i.e. the school should mark the application as “The family is not eligible for the MPCP/RPCP/WPCP based on the information provided” on the verification screen).

- ***Student name not listed:*** The school has not completed the verification for the student’s application. Only applications that have been verified will be displayed under “Submit Apps to DPI”. The school should go to the “App Summary” and complete the application verification for the student.
- ***Student has a “Too early to submit” message:*** The school must wait until the end of the application period to submit the application.
- ***Student has a “Verification Not Complete” message:*** The school should check that the verification for all students (i.e. new and continuing students) on the family’s application has been completed.

Helpful Resources:

- Application Process Bulletin at [School Application Processing](#)
- Training Module 8-6: Application Verification & Submission Process at [Choice programs - On Demand Training](#)

4. Third Friday September Count Report – by October 1

a. *Third Friday September Count Date*

On September 20, Choice schools took the Third Friday in September count of students in their school, identified students who remained on the school’s MPCP and RPCP waiting list as of the Third Friday in September, and started preparing in OAS the Third Friday September Count Report.

Choice schools count by grade level how many students were in attendance for instruction on the count date, or if absent, were in attendance for instruction at least one day before and one day after the count date. Students who are absent on the count date ***do not*** have to be in attendance for instruction on the exact day before and after the count date to meet the Choice count requirements.

If a Choice student is absent on the count date, the school must ensure the student was not enrolled in another private school, a home-based private educational program, a charter school, or a public school district in or out of Wisconsin during the period of absence from the school. The school ***may not*** count a student on the count report if the student was enrolled in another school or home-based private educational program during the period of absence from the school.

b. *Residency Re-Verification for Incoming WPCP Students — by October 1*

WPCP schools must confirm that **ALL** incoming students who have been accepted at the school still reside at the address on their application as of the Third Friday in September. Incoming Choice students are those who first begin participating in a Choice program under Wis. Stat. § 118.60 in the 2015-16 school year or thereafter.

The school must report if a student has moved on the Third Friday in September Count Report in OAS. If the student has moved, the school must obtain documentation showing the student’s new address and determine the school district for the new address no later than October 1. The new residency documentation must be dated between August 16 and October 1.

The “Incoming Moves” page of the Third Friday in September Count Report includes the student address provided on the application, updated for any accepted WPCP address changes due to a student moving as previously discussed. Schools can also obtain the address provided on the application by using the “Export to Excel” function in OAS. The Export to Excel function will also identify which pupils are Incoming Choice pupils. The Export to Excel function is available under the “Applications” section on the left navigation bar in OAS.

WPCP students moving to a school district that is at the 4% student participation limit will not lose their seats because of the limit.

c. *Third Friday September Count Report – by October 1*

To access the report in OAS, schools should click on “September Count” on the left OAS menu bar. For schools with multiple pages of students, use the “save” or “next” button to save each page. This ensures data is saved in case the system times out. Choice administrators must submit this report in OAS.

When completing the count report, schools must ensure the grade on the count report matches the grade the student was in on the Third Friday in September and update the grade in the count report if needed. Schools are responsible for grade placement for students. A Choice student may repeat a grade as long as he/she meets the Choice program age requirements.

MPCP and RPCP schools must submit the applications under “Submit Apps to DPI” in OAS in order to be able count the students on the September Count report.

If a Choice student attends the school on the count date (i.e. September 20), the school may mark the student as “Present on Count Date” on the “Applications” page of the count report in OAS.

If a Choice student is absent on the count date and the student was not enrolled in another school or home-based private educational program during the period of absence from the school, see the instructions below to complete the count report.

- *Student attends any day before September 20, is absent on September 20, and attends after September 20:* The school may count the student by marking the student as “Present Before” and “Present After” on the “Before/After” page of the count report in OAS. Examples include a student who is in attendance on September 16 and 23 or August 26 and September 30.
- *Student attends any day before September 20, is absent on September 20, and begins attending again after October 1:* The school may mark the student as “Present Before” but may not mark the student as “Present After” on the “Before/After” page of the count report. The school may work with the school’s auditor to add the student in the September Enrollment Audit. Examples include a student who is in attendance on September 16 and October 4.
- *Student attends any day before September 20, is absent on September 20, and does not attend the school for the remainder of the school year:* The school may mark the student as “Present Before” but may not mark the student as “Present After” on the “Before/After” page of the count report. This student does not meet the Choice count requirements for the September count report and may not be counted via the September Enrollment Audit.
- *Student begins attending the school after September 20, but before October 1:* The school may not mark the student as “Present Before” but may mark the student as “Present After” on the “Before/After” page of the count report. This student does not meet the Choice count requirements for the September count report and may not be counted via the September Enrollment Audit.

For schools that participate in both the Choice program and the Special Needs Scholarship Program (SNSP):

- Schools may only count a student in only one program on the September Count Report. A student may not be both a Choice student and an SNSP student at the same time. If a student applies to both the Choice program and SNSP, the parent/guardian must determine which program the student will participate in and the school should obtain a signed document or email from the parent indicating the selected program. Please see the Initial Student Eligibility Bulletin (question 1) at [SNSP Bulletins](#) for information on how to proceed if a student applies for both the Choice program and the SNSP.
- The all pupil counts on the September Count Report for the Choice program must match the all pupil counts in the SNSP Third Friday in September Pupil Count Report.

Choice schools participating in the MPCP and/or RPCP identify applications that are on the school’s waiting list, as of the Third Friday in September, on the “Waiting List” page of the September Count Report in OAS. Schools with an MPCP and/or RPCP waiting list for the 2019-20 school year must indicate, on the September and January Count Reports, the student applications that are on the school’s waiting list. This is important

because students continuing in any of the Choice programs or on the Choice waiting list for the same Choice program for the 2019-20 school year do not need to meet the income limits when applying for the 2020-21 school year.

Schools receive a November state aid payment based on the school's eligible applications and corresponding class list submitted to the DPI on the September Count Report.

- If there were students that were not included on the Preliminary Enrollment Report that met the Third Friday September Count Report requirements, the school will receive 50% of the annual FTE amount for these students in November.
- If there were students counted on the Preliminary Enrollment Report that did not meet the Third Friday September Count Report requirements, the amount of the September payment for those students will be deducted from the November payment.

Choice schools will also indicate on the Third Friday September Count Report: 1) the school's first and last day for the 2019-20 school year; and 2) the dates of the two required meetings for parents and your school's governing body, at which members of the governing body of the school will be present and available to meet and communicate with all students and their parents or guardians applying to attend the school or attending the school. At least 30 days before the scheduled meeting date, schools must notify, in writing, the parent or guardian of each student applying to attend or attending the school of the meeting date, time and place.

Helpful Resources

- Training Module 9-3: Third Friday in September & Second Friday in January Count Reports at [Choice programs - On Demand Training](#)
- Residency Documentation Bulletin at [Program Bulletins](#)
- Application Verification and Corrections FAQ at [School Application Processing](#)
- Initial Student Eligibility Bulletin (question 1) at [SNSP Bulletins](#)

5. Indoor Environmental Quality (IEQ) Management Plan – by October 1

Private schools first participating in the PSCP in the 2019-20 school year have until October 1 to develop an [IEQ Management Plan](#). The school must implement the plan by October 1 of its second year in the program. This plan does not need to be submitted to the DPI. The law does not require use of any particular template or format for an IEQ Management Plan. Schools may use the DPI model as a template (located toward the bottom of the page at the link above), develop their own plans, or adapt their existing plans, procedure handbooks, or policy documents to demonstrate compliance with the planning and implementation requirements.

6. PI-1207 Private School Report - by October 15

All private schools are required annually by October 15, under [Wis. Stat. §115.30\(3\)](#), to submit to the DPI a statement of enrollment as of the Third Friday in September (form PI-1207). Please note that this form must be submitted in addition to the Third Friday in September Count Report, which is due in OAS by October 1.

Schools will be sent an email from dpiformsmanagement@dpi.wi.gov with a unique link for your school to complete and submit the required information to the DPI. Please print a copy of each page of the report, including the submission confirmation page, and retain the printed pages for your auditor to review. The PI-1207 enrollment total should match your OAS 3rd Friday in September all pupil count. **Please keep the email with the unique link to the PI-1207 to update information or to print the report.**

If changes to the PI-1207 report are required prior to December 15, use the link to re-access the report and make the required changes. Enrollment changes after December 15 should be submitted via email to Customer Services at DPIstats@dpi.wi.gov, detailing the changes in an attached letter on school letterhead, which the DPI will post on <http://dpi.wi.gov/cst/data-collections/data-errata>.

All Choice school administrators should add the email address dpiformsmanagement@dpi.wi.gov to their safe sender and/or contact list, depending on the email product, to ensure emails from this address are not routed to the school's spam, junk, or promotions email folders.

Questions regarding this report should be directed to Customer Services at DPIstats@dpi.wi.gov.

7. 2018-19 Financial Audit & Management Letter - Continuing Schools - by October 15

All schools that participated in the Choice program in the 2018-19 school year must submit a financial audit completed by an auditor. The completed financial audit with the supplemental schedule must be submitted to the DPI by October 15. The financial audit can be scanned and emailed as pdf documents to dpichoiceauditreports@dpi.wi.gov or mailed to the DPI.

Additionally, continuing schools, except for those who were first time participants in the Choice program in the 2018-19 school year, must submit the financial audit management letter by October 15, if the auditor prepared one.

Please email questions regarding the financial audit to dpichoiceauditreports@dpi.wi.gov.

Helpful Resources:

- Financial Audit and PSCP/SNSP Reserve Balance Bulletin and PSCP Eligible Education Expenses Bulletin at [Program Bulletins](#)
- Training Module 5: Financial Audit at [Choice programs - On Demand Training](#)

8. 2019-20 School Budget Update - by November 1

All Choice schools are required to update their 2019-20 school budget and cash flow report by November 1, if the actual Third Friday in September all pupil or Choice pupil counts vary by 20% or 20 pupils, whichever is less, from the anticipated enrollments used in the original budget.

If the school is required to update the budget, it must be revised to reflect revenues resulting from the school's actual Third Friday in September enrollment, along with related required budget changes, by November 1. These schools must retain the revised budget and cash flow report on file at the school for auditor review as part of the Fiscal & Internal Control Practices Report.

Schools do not need to submit this updated budget to the DPI. If a school has received a separate communication from the DPI with additional budget requirements, the school must meet the requirements in that communication.

Please email questions regarding the school budgets to dpichoiceauditreports@dpi.wi.gov.

9. School Registration for 2020-21 School Year - early December to January 10

All Choice schools should read, in its entirety, the "Cover Letter Regarding School Registration" which will be located under the "Continuing schools" column on the [School Registration Page](#) beginning in early December. All school registration forms and the auditor fee are due to the DPI by January 10, unless otherwise noted in the cover letter. If a school fails to meet the January 10 deadline, the school will not be eligible to participate in the Choice program during the 2020-21 school year.

All forms will be available on the [School Registration Page](#) (also beginning in early December) except for the Notice of School's Intent to Participate form (ITP). For the 2020-21 ITP, the DPI is currently working on a new process to have schools submit the ITP via OAS and the DPI will provide additional information to schools by early December.

Helpful Resource:

- Training Module 2-1: School Registration Process Overview at [Choice programs - On Demand Training](#)

10. WISEdata Snapshot – December 10

All Choice schools must report 2019-20 Third Friday in September Enrollment in WISEdata. All schools that participated in the Choice program in the 2018-19 school year must also complete 2018-19 Attendance reporting and Completion/Exit and Dropout reporting in WISEdata.

Choice Schools should regularly review reports and data quality validations presented by the [WISEdata Portal](#) before the data snapshot. It is very important the data reported each year by Choice schools is complete and accurate because the data is used in the school's current year report card(s) and in future years to calculate growth.

Helpful Resources:

- [WISEdata Snapshot – December 10](#)
- [Snapshot Preparation Guidance](#)
- [WISE Classroom E-Learnings](#)
- [Welcome to WISEdata](#)
- [Configuring the Private School Report Card Selection, Designating Choice Students, and Student Enrollment Period Records](#)
- [WISEdata Events](#)
 - Schedule for [WISEid/WISEdata for Choice Schools User Group](#) calls
 - Free Face to Face Training Offered in Each CESA region
- [WISEid/WISEdata for Choice Schools User Group](#)
- [WISEdata Help](#)
- Training Module 4: Report Cards, Student Information System, and WISEdata at [Choice programs - On Demand Training](#)

If you have questions, please enter a [WISE Support Help Ticket](#) or contact your SIS vendor.

11. Application Corrections - by December 15

The last day for Choice schools to make changes, as permitted by Wisconsin Administrative Code PI 35 and 48, to applications received during the February through September open application periods is December 15.

Schools should work with their auditors to make corrections as part of the September 2019 Enrollment Audit.

Changes identified by the auditor and/or the school after October 1 should not be emailed to the DPI. The changes must be included in the Enrollment Audit by the school's auditor.

12. September 2019 Enrollment Audit - by December 15

All Choice schools must submit to the DPI the September 2019 Enrollment Audit by December 15. The signed report can be scanned and emailed as a pdf document to dpichoiceauditreports@dpi.wi.gov or mailed to the DPI. **The DPI strongly recommends that schools submit the Enrollment Audit as soon as possible, especially in cases where the auditor identifies application corrections or ineligible pupils.**

If any MPCP pupils were determined ineligible or have a correction noted in the September 2019 Enrollment Audit and the student is still attending your school, the DPI recommends that the school obtain a new application for the student if you have elected to have the December open application period. The last day of the December open application period is January 7.

Please email questions regarding the audit to dpichoiceauditreports@dpi.wi.gov.

Helpful Resource:

Training Module 9-1: Payment Process, Pupil Count Report & Audit at [Choice programs - On Demand Training](#)

13. Fiscal and Internal Control Practices Report - by December 15

All Choice schools must submit to the DPI the Fiscal and Internal Control Practices Report by December 15. The report can be scanned and emailed as a pdf document to dpichoiceauditreports@dpi.wi.gov or mailed to the DPI.

Please email questions regarding this report to dpichoiceauditreports@dpi.wi.gov.

Helpful Resource:

Training Module 6: Fiscal & Internal Control Practices Report at [Choice programs - On Demand Training](#)

14. Preaccreditation – by December 15

New private schools that will participate for the first time in **2020-21** must submit proof of preaccreditation. This requirement is only for new schools that applied for participation in August 2019.

Helpful Resources:

- Accreditation Bulletin at [Program Bulletins](#)
- School Registration at [School Registration Information](#) (see this link to determine if your school is a new private school)

15. Accreditation – by December 31

Choice schools *new to the program in 2019-20* must submit documentation by December 31 that the school's accreditation application was accepted, if not already accredited, by an accrediting entity (must have been preaccredited by August 1).

Choice schools that first participated in the Choice program in **2016-17** must be fully accredited (for all grades offered).

Choice schools expanding the grades offered in the 2019-20 school year (i.e. a K-8 school adding a high school grade or vice versa) must have a letter from their accrediting institution stating the school has an accepted application for accreditation for the new grades. Schools will have three years for the expanded grades to be fully accredited.

If the school participates in the Choice program and the Special Needs Scholarship Program (SNSP), one letter may be submitted for the Choice programs and the SNSP.

The Choice administrator should check with the accreditation organization to determine if the required letter has been emailed to the DPI before contacting the DPI.

Helpful Resources:

- Accreditation Bulletin at [Program Bulletins](#)
- Training Module 1-1: General School Requirements at [Choice programs - On Demand Training](#)

16. WPCP Schools - Student Withdrawals – through January 7

Through January 7, schools should notify the DPI at privateschoolchoice@dpi.wi.gov with the information below when a student with an eligible application (i.e. application has status of “Submitted” or “Verified” in OAS where the student is on the WPCP waiting list) withdraws from the school or decides to no longer participate in the WPCP:

1. Student name, date of birth, and grade level.
2. Attach **one** of the following:
 - a. School form showing the student has withdrawn from the WPCP or will not be attending the school for the current school year. The form must include the student name and be signed by a parent on the WPCP application. Please note that a request for records does not meet this requirement.
 - b. A letter or email from a parent on the WPCP application sent to the school, which includes the parent(s) name, the student name and the school name stating the student has withdrawn from the WPCP or will not attend the school for the current school year. A letter must be signed by a parent who is on the WPCP application and an email must be from a parent on the WPCP application and include the email heading information (i.e. To line, From Line, Date, Subject).

Schools are not required to provide the withdrawal information to the DPI for students that do not have an eligible application in OAS for their school.

After the Second Friday in January, schools are not required to notify the DPI if students withdraw from the school or decide to no longer participate in the WPCP. Students on the WPCP waiting list are not offered a seat if students withdraw after the Second Friday in January. The school will receive a February and May payment for students that withdraw if they were counted on the January Count Report in OAS.

The DPI will conduct additional random selection(s) to fill available seats from the WPCP waiting list, if applicable, up to the Second Friday in January. WPCP schools should check their email regularly as the DPI will use email to communicate with schools regarding students that have been selected in the random drawing. Please note that a seat declined at a school is offered to the next student on the waiting list, if possible, which is not necessarily a student that applied to that school.

Helpful Resources:

- Application Process Bulletin at [School Application Processing](#).
- Training Module 10-1: WPCP Application Process at [Choice programs - On Demand Training](#)

OTHER INFORMATION

17. Report Cards & Educational Options – Continuing Schools

All schools that participated in the Choice program in the 2018-19 school year that have a school website are required to post the school's report card to the school's website home page **within 30 days** after DPI publishes the report cards. Choice schools must prominently link, from the school's home page, the school's most recent report card.

Additionally, schools that participate in the Choice program must also annually (may occur in a different month) provide to the parent or guardian of each student enrolled in or attending the school a copy of the school's accountability report (report card); and simultaneously, a list of the educational options.

Helpful Resources:

- Further Guidance for Choice Schools at [Notification Requirements](#) (located towards bottom of webpage)
- Notice of Educational Options at [Educational Options](#)
- Report Cards at [Accountability \(Report Cards\)](#)
- Report Card Timeline at [Accountability Timeline \(Report Cards\)](#)

Please email questions regarding the report cards to oeamail@dpi.wi.gov.

18. November Choice Payments

By the end of November, DPI will process the summer school payments for eligible schools that offered Choice summer school based on the Summer School Count Report submitted to the DPI in OAS by September 15.

- The per student state aid amount for each eligible student that attends the Choice summer school program 15 or more days is 5% of the maximum per student state aid amount from the prior year for the grade in which the pupil is attending summer school (\$387.70 for K4-8 students and \$420.00 for 9-12 students).
- The per student state aid amount for each eligible student that attends the Choice summer school program less than 15 days is prorated based on the number of days the student attends the Choice summer school program.

Additionally by the end of November, the DPI will process the November state aid payments to eligible schools by direct deposit, based on each school's eligible applications and corresponding class list submitted to the DPI in OAS on the Third Friday September Count Report by October 1.

- The per student state aid amounts for the 2019-20 school year are \$8,046 per 1.0 FTE for K-8 students and \$8,692 per 1.0 FTE for 9-12 students. The per student state aid amounts for four-year-old kindergarten (K4) are \$4,023.00 for 0.5 FTE and \$4,827.60 for 0.6 FTE (K4 with outreach). The per student state aid amounts for five-year-old kindergarten (K5) where the program is less than 1.0 FTE are as follows: \$4,023.00 for 0.5 FTE, \$4,827.60 for 0.6 FTE, and \$6,436.80 for 0.8 FTE.
- The November state aid payment is a "true-up" payment calculated based on the number of students on the Third Friday September Count Report multiplied by 50% of the annual FTE amount less the payment received in September. If there are students counted on the Preliminary Enrollment Report that did not meet the Third Friday September Count Report requirements, the amount of the September payment for those students will be deducted from the November payment. If there are students that were not included on the Preliminary Enrollment Report that meet the Third Friday September Count Report requirements, the school will receive 50% of the annual FTE amount for the students in November.
- By the end of November, Choice schools will be able to see the November state aid payments by student in OAS by clicking on "Payments" on the left OAS menu bar. From the "Payments" page in OAS, schools can also export the data to Excel to view the headcount and FTE by student for each count date.

Choice schools will be able to see the Summer School and November state aid payments in the Aids Register. To access the register, click on "Aids Register" located on the left menu bar of the [Private School Choice Programs](#) homepage (second from the bottom). Schools are prompted to enter the fiscal year, the school's legal entity name and agency number. Tip: Enter "2020" for fiscal year. Next, enter the school's legal entity name, click in the agency number box, and the agency number is automatically filled.

Helpful Resources:

- Application Process Bulletin at [School Application Processing](#) or [Program Bulletins](#)
- Summer School Bulletin at [Program Bulletins](#)
- Training Module 9-1: Payment Process, Pupil count Report & Audit Overview at [Choice programs - On Demand Training](#)

19. Governing Board Member, Designee, & Administrator Changes

Choice schools must report all of the following changes to the DPI by completing a School Information Update Form, found on the [School Information](#) page, with the current information throughout each school year:

- Identify new governing board members;
- Change the personal mailing address for governing board members, designees, or Choice administrators; and
- Change the Choice administrator.

To establish or change a designee, please use the Designee Authorization Form, located on our [Training](#) page.

New Choice administrators and designees are required to read the OAS Access training presentation and successfully complete the quiz in order to receive a user name and password for the Online Application System (OAS). Current Choice administrators or designees are not required to complete the OAS Access training.

New Choice administrators are also required to read the Choice Program Requirements training presentation and successfully complete the quiz. All training can be accessed on the [Training](#) page.

If a governing board member or designee is no longer in his/her position, he/she should send an email to the DPI at PrivateSchoolChoice@dpi.wi.gov that includes the school name and city, the name of the individual, the position they were in (governing board member or designee) and the date they were no longer in the position.

Schools must, at all times, have a Choice administrator who has a valid OAS User Name and password and who is available to answer questions and submit reports. A password issued to one staff member cannot be used by any other staff member.

Please look ahead and change Choice administrators, if required, in advance of the previous Choice administrator's leaving and well in advance of required Choice reports and other submissions.

The DPI encourages Choice schools to have at least one designee.

Helpful Resources

- Training Module 3-4: School Information Update Form at [Choice programs - On Demand Training](#)
- Choice Program Requirements and OAS Access training presentations and quizzes at [Training](#)